

Description: Office Manager/Volunteer Coordinator; West Michigan Glass Art Center

The West Michigan Glass Art Center is a 501c3, non-profit organization with the mission to: *Teach, Create and Promote Glass Art and Artists*. We are located in the historic Park Trades Center, downtown Kalamazoo. We employ approximately 20 artists to teach a wide variety of classes, have a membership of over 300 individuals, and have a Gallery from which local glass artists' work is sold. We host visiting artists, fundraisers and a variety of special events: and More!

Job Purpose: Supports West Michigan Glass Art Center operations by implementing and coordinating front office systems, providing volunteer coordination, and serves as primary clerical support for the Executive Director.

Office Manager/Volunteer Coordinator Job Duties include, but are not limited to:

- Maintaining front office services by implementing and/or designing office operations, procedures, systems, etc.
- Primary contact for glass art Class Registrations and Studio Rentals via phone, in person, email and/or PayPal.
- Office Supplies: maintains inventory of supplies and orders as needed.
- Implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Provides occasional, on-the-spot, tours of the Glass Art Center to walk-in guests.
- Secondary responder to guests in the Gallery; completing sales. Knowledge of cash register operations and some sales experience is a PLUS!
- Provides office support for Special Events/Fundraisers: creating registration forms, labels, name tags, coordinating volunteer support, etc.
- Recruits & secures volunteers for specific opportunities and provides training, as needed. We currently have over 50 registered volunteers.
- Contributes to our team effort by accomplishing related results and coordinating with Education, Administration, Marketing, and various Board committees.

Skills/Qualifications: An interest in and appreciation for people (guests, artists, students, co-workers, neighbors, tourists, colleagues, etc. A curious nature and outgoing personality. Highly, HIGHLY organized with a "can do" approach to opportunities/challenges. And, a mastery of Microsoft office products and QuickBooks accounting software.

Work hours: 30 hours/week. Monday – Friday. 9:00am-3:30pm. (Some flexibility may be available in the schedule.)

To Apply: Send resume and cover letter to info@wmglass.org by October 1, 2014